

MONTANA VITAL STATISTICS
111 N SANDERS RM 209 / PO BOX 4210
HELENA, MONTANA 59604-4210
Phone: 1-888-877-1946/Fax: 1-866-696-1912

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER A BIRTH CERTIFICATE?

Only those authorized by 50-15-121 MCA, which includes the registrant (14 years old or older), the registrant's spouse, children, parents, or guardian, or an authorized representative, or those who provide documentation showing it is needed for determination or protection of the individuals personal or property rights, proof of relationship, guardianship, or authorization is required may obtain certified copy of a birth record. Step-relatives, in-laws, grandparents, aunts, uncles, cousins, ex-spouses, and a natural parent of an adoptive child are not eligible to receive a certified copy of a birth certificate.

IDENTIFICATION IS REQUIRED

The person signing the request must provide an enlarged legible photocopy of both sides of their valid driver's license or other legal picture identification with a signature or the requestor must have this application notarized.

Suggested Identification

Picture ID with a Signature		OR Two Forms of ID- One Must have a Signature		OR
<ul style="list-style-type: none">• Driver's License• State ID Card• Passport• Military ID Card• Tribal	<ul style="list-style-type: none">• Social Security Card• Work ID card• Car registration/insurance• Doctor/Medical Record• Fishing License• US Military DD214• Utility Bill with a current address• Voter Registration Card	<ul style="list-style-type: none">• Credit/Debit/ATM Card• School ID card• Library Card• Insurance Record• Pay Stub• Traffic/Pawn ticket• Court record• Year Book	<ul style="list-style-type: none">• Notarized Montana Office of Vital Statistic Statement to Identify certified Birth or Death Certificate Applicant Form (you must provide the original letter, not a photocopy or faxed copy)• Have authorized family member that has an ID order the certificate	

If a picture ID with a signature is not available, two other forms of identification are required, one MUST have a signature.

IMPORTANT: If the identification requirement is **NOT** met or if the application is incomplete, your request will be returned and significant delays in processing your order may occur.

FEE (All fees must be U.S. funds)

- **CERTIFIED COPIES OF A BIRTH CERTIFICATE** cost \$5.00 for each copy. (non-refundable)
- **WALLET-SIZE** Cost \$6.00 for each copy (the acceptance of the wallet size certificate is determined by the judicial or administrative body before whom the certificate is offered as evidence).
- **INFORMATIONAL COPIES OF A BIRTH CERTIFICATE** may be issued to anyone as long as the birth occurred 30 years prior to the date of application, the cost is \$.50. (non-refundable)
- **SEARCHES** \$1.00 for each year searched. (non-refundable)

Please complete the following information.

FULL First, Middle and Last Name on Birth Certificate: _____
Has name ever been changed other than marriage _____ No _____ Yes if so original name _____
Date of Birth: _____ Place of Birth (City or County): _____
Mother's **Full Maiden** Name: _____
Father's Full Name: _____ # of copies needed _____
Your relationship to the certificate holder : _____ self, mother, father etc...)
Reason the Birth Certificate is needed: _____ # of copies _____

Mailing or Delivery Address:

Name: _____ Applicant's Signature: _____
Address: _____
City, State, Zip: _____ Daytime Telephone Number: _____

RETURN FORM, MONEY ORDER OR CASH TO:

CLERK & RECORDER
155 W GRANITE RM 208
BUTTE MT 59701

Notary (For use if need)

_____ personally appeared before me and whose identity I proved on the basis of satisfactory evidence to be the signer of the above instrument.

Subscribed and sworn to before me this _____ day of _____ 20____

SEAL

Signature: _____
Printed Name: _____
Notary Public in and for the State of _____
Residing at _____ My commission Expires _____

Official Use Only

Date _____
Rec# _____
Amount _____
Cert # _____
Ser # _____
Comment _____

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)